

TOWN OF FOXBOROUGH
SELECTMEN'S MEETING
DECEMBER 15, 2015

Members Present: James J. DeVellis, Chairman
David S. Feldman, Vice Chairman
Christopher P. Mitchell, Clerk
John R. Gray
Virginia M. Coppola

Others Present: William G. Keegan, Jr., Town Manager
Ms. Mary Beth Bernard, Assistant Town Manager
Mr. Karavasileiadis, Menchie's
Mr. Al Daniels, Normandy Farms
Ms. Janice Daniels, Normandy Farms
Mr. Bob Daniels, Normandy Farms
Ms. Marsha Galvin, Normandy Farms
Ms. Kristine Daniels, Normandy Farms
Ms. Doris Daniels, Normandy Farms
Representative Jay Barrows
Mr. Neal Ryan, Keep Massachusetts Beautiful
Chief O'Leary
Ms. Deb Spinelli, Child Sexual Abuse Awareness Committee
Ms. Linda Walsh, Child Sexual Abuse Awareness Committee

The meeting was brought to order at 6:30 p.m. by James DeVellis.

A motion to enter into Executive Session to conduct strategy sessions in preparation for negotiations with union personnel or to conduct collective bargaining sessions or contract negotiations with union personnel as well as approve the December 1, 2015 Board of Selectmen Executive Session Minutes and return to regular session at the conclusion. **The motion carried 5-0-0. Roll Call Christopher Mitchell – yes, James DeVellis – yes, John Gray - yes, David Feldman – yes, Virginia Coppola – yes**

Mr. DeVellis stated that the Board convened earlier at 6:30pm to go into Executive Session to talk about the Steelworker's contract and they will discuss that later on in open session as well. The Board also approved the Executive Session meeting minutes from December 1, 2015.

James DeVellis read the agenda.

7:04pm – Citizen's Input

No one was present.

7:10pm – New England Frozen Ventures/Menchie's – New Yogurt Shop at 268 Patriot Place – Mr. Karavasileiadis

Mr. Karavasileiadis stated that he is going to open a new frozen yogurt store at Patriot Place. Mr. Karavasileiadis stated that he has lived in Wrentham for over 20 years and his family owns the Wrentham House of Pizza and he has managed the restaurant for the last 20 years. His family has restaurant experience and decided a couple of years ago to try to find one company to be part of the bigger family company and he found Menchie's. Menchie's is a company from California and they opened their first yogurt shop in 2007. Eight years later they have over 500 stores worldwide in about 70 different countries. The name "Menchie's" means a good moral person. What he liked about Menchie's is that they try to provide a great experience and they try to have the best available yogurt; it is premium quality and it is going to come directly from California. Ninety percent of his product is going to be artificial free and no coloring (only a few flavors that have to be) but the rest of them will be pure yogurt.

The experience they are going to provide is going to be great and different. It is all about family oriented. They will be doing birthday parties and fundraisers. He is going to work with the community like he has in Wrentham for so many years (schools, churches, Lions Club).

This will be his first location and they are looking forward to opening other ones pretty soon and he hopes he succeeds and they help the community here in Foxborough and be part of the community.

Mr. Gray asked which storefront he would be taking over in which Mr. Karavasileiadis replied that it was Berry Yogurt. Mr. Gray asked what the occupancy was and he assumed he would be remodeling it. Mr. Karavasileiadis stated that they demoed the whole thing. They kept only the bathrooms and that was it. Berry Yogurt failed and he didn't want the customers to think that they are something similar; this is something different. Mr. Gray asked if the building holds 40 people in which Mr. Karavasileiadis replied 40-50 people and they will have seats for up to 30 people.

Mr. Mitchell asked when they planned on opening in which Mr. Karavasileiadis stated that they are halfway through on the construction right now and if everything goes well, because the company is very strict also, they want him to make sure that everything is in place and the team members they train well. They will send a main person from California and he and Mr. Karavasileiadis will open the establishment together so it will probably take until the end of January. The worst case scenario would be by Valentine's Day to open.

Mr. Mitchell stated that he has actually been in one of those in California and they are good. Mr. Karavasileiadis stated they are awesome and that he is certified and went there for two weeks where he went through classes and he had to be able to pass all of the examines. He had to make sure that he liked the product. Because his background is food he really wants to like the product that he is selling; if it was not the proper product he would not move forward.

Ms. Coppola stated that she likes that he is crossing his "t's" and dotting his "i's" before he even opens the door.

Mr. DeVellis asked if he has already obtained his building permit and his food service permit and now this with the Common Victuallers license and he asked if there was anything else that he needed to do. Mr. Karavasileiadis stated they have to have the final inspections for the building and from the Board of Health. After they sign he will probably need about three weeks to put everything together and the team together. They are going to have date night Friday nights and they are going to have Tuesday nights they will have "Fill your cup for \$5". They will also have frozen yogurt cakes; no one else has them so it is going to be something different. They have a company mascot and when Foxborough has events he is more than happy to bring his kids and the mascot also to make them happy and have fun.

Motion by Christopher Mitchell to approve the Common Victuallers license for Menchie's Patriot Place. Seconded by John Gray. **Vote 5-0-0**

7:17pm – Vehicle Use Policy – Mary Beth Bernard

Ms. Bernard stated that the Board has visited this several times and they have cleaned it up. The last time the Board made some comments on the standards. Basically the Vehicle Use Policy is something that is recommended by MIIA, our insurance company because the town does license and insure nearly 70 vehicles. The town has a significant number of employees who are in and out of these vehicles and this is not only a risk management tool but a safety and liability tool; it is just best practice that most municipal communities have. The town had a two page policy in the past and this was taken from MIIA's model Vehicle Use Policy. It was circulated to department heads; to the people who use our vehicles and to the operations group and she believes it has come to the Board of Selectmen twice and she thinks now they finally have a cleaned up version for the Board to look at.

Last time the Board asked Ms. Bernard to report back on some of the specific vehicle questions that they had. Out of the 70 vehicles they determined that there are 17 take home vehicles in the town which are:

Combined DPW and Water Department

There are 7 vehicles:

- (1) Director
- (2) DPW Supervisors
- (1) Water Superintendent
- (2) Water Supervisors
- (1) On Call Vehicle (when someone is on call they have to take it because the tools have to be in the truck.)

Fire Department

- (1) Fire Chief
- (2) Deputy Chief

(1) Safety Officer

Animal Control Officer

(1) Animal Control Officer

Police

There are 7 vehicles:

- (1) Chief
- (2) Lieutenants
- (3) Detectives
- (1) K-9

Out of 70 vehicles there are 17 take home vehicles.

Ms. Coppola asked if all the vehicles (except for the Police Chief) have the Foxborough seal on them. Mr. Keegan stated the Detective's vehicles do not have the seal on them.

Mr. Mitchell asked if the 70 vehicles are actual vehicles or if any are registered such as a trailer in which Ms. Bernard stated that there are motorcycles but they are mostly all vehicles. Mr. Mitchell asked if trailers were included in which Ms. Bernard stated that they took those off the list.

Ms. Bernard stated that what they are looking for tonight is a series of policies that they are looking to adopt and bring them to the Board time after time. They have a strategy this year of looking at all the town's policies and adopting them according to best practices and what works best for the town. They are asking for the Board of Selectmen to endorse this policy so that it can become part of the town's accepted policies manual.

Mr. Mitchell asked if they could go through it and relook at it at the next Board of Selectmen meeting to endorse it in which Ms. Bernard stated yes.

Ms. Bernard stated that their goal is to have it up and running in January so the timing would work perfectly.

Mr. Mitchell asked if everyone that takes a vehicle home have they had input or seen this policy. Ms. Bernard stated that was the first group they started with back when Sharon Wason was with them; they started the concept of Planning and Conservation sharing a vehicle. They started that with Ms. Wason and she was one of the first people who gave Ms. Bernard input on it and then they gave it to all of the departments that take home vehicles and they showed it to their operations group so it got 12-13 different edits from people. They also shared it with the Loss Control Group so they have pretty much pushed it out to everyone who would have some input. There were some really helpful comments. It is an extensive policy so she does appreciate the Board reading it.

Ms. Coppola stated that Attachment A was an exemption form and wanted to know what an example of an exemption would be. Ms. Bernard stated that when someone is outside of the policy and they are transporting someone to some other place; they are required to file this with Ms. Bernard. An example is if they say that a non-town employee is not to be in the vehicle and the Animal Control Officer is going to a meeting in Sudbury and wants to drive with another person they would file that request and state that they are commuting. Ms. Coppola asked if this was for insurance purposes in which Ms. Bernard stated just so they have documentation that something outside of the policy was happening but was approved.

Mr. Feldman asked if MIIA had seen the changes that were made in which Ms. Bernard stated yes and that on Thursday this policy will be going to the Loss Control Group for a final look (they took “draft” off of it).

Ms. Bernard stated that if the Board wanted to look at this they would love to revisit this in January or at the next meeting to adopt.

Mr. Mitchell stated that if anything changes on it the Board would like Ms. Bernard to E-Mail those changes to them.

Ms. Bernard stated that there is also a “Sign In” sheet which she hadn’t given the Board where if anyone is using a shared vehicle it has a “Log In” and “Log Out”; who took the vehicle and they had to have signed the policy in order to use the vehicle.

Mr. Keegan stated that was one of the impetus for them to even start looking at this was the fact that they have the shared vehicle scenario and they hadn’t really fully vetted that.

Mr. DeVellis stated that some of the comments that came up from the Board over the last couple of times was the liability and it seems like that is covered. The other one was the potential for abuse; people taking vehicles when they don’t need them and parking them in a safe place. Mr. DeVellis stated that if those were the changes it is worthwhile reviewing one more time and reviewing in January.

Mr. DeVellis stated that there was a clause on the vehicle stipend so if someone needs to take a vehicle for their work and there is not one available the town pays them a stipend. Mr. Keegan stated that they pay them mileage. Mr. DeVellis stated that if that is the case would they still have to sign this policy even if it is mileage. Mr. Keegan stated that he doesn’t believe they have ever done it. If they are not technically using a vehicle he doesn’t know if they are obligated to sign the policy. Mr. Keegan stated that the town has coverage in their system that if a person is using their vehicle for town official business, they do have coverage for that. Ms. Bernard stated that she knows in other communities if someone has over a certain amount of expenses related to travel that they submit, it is a good idea to encourage them to use a shared vehicle instead.

Mr. Gray stated that they do have one person in town that has a car allowance in which Mr. Keegan stated yes. Mr. Gray stated that is his understanding of what a stipend is; it is a weekly/monthly amount of money to cover their expenses. Mr. Keegan stated that there is not a

lot of those but there are people who do use their vehicle and the town does reimburse them. Mr. Gray stated that people using their own personal vehicle for town purposes get reimbursed at the IRS rate. Ms. Bernard stated that the idea is if they do have something available that people use the town vehicle. Mr. Keegan stated that irrespective of the fact that a person is using a vehicle for town purposes the town specifically has coverage for that purpose to protect them. Mr. DeVellis stated that is leading from his question because if the town is covering that person and the town is paying the mileage and covering them on the town's insurance if they get into an accident the things in the Vehicle Use Policy like don't admit liability and don't do this and don't do that and you have to sign it to say that you understand it he thinks that if the town is paying for the insurance that user that is being provided insurance still needs to follow the same policy. Mr. Keegan stated that he thinks that is fair.

Mr. DeVellis stated that he thinks the Board of Selectmen meeting on December 29, 2015 is going to be pretty full so it should be the first meeting in January.

7:28pm – Normandy Farms Campground Citation – The Daniels Family

Mr. DeVellis stated that out of the many jobs that the Board of Selectmen have, this is probably one of the nicer ones in recognizing someone in the community, particularly a business in the community. Normandy Farms recently received a 2015 Large Park of the Year Award.

Mr. DeVellis stated that Representative Barrows just arrived also.

Mr. DeVellis welcomed the Daniels family and thanked them for taking the time out of their evening to come here. The Board was excited to put this together as it is not often that you get a business that has such longevity going back generation after generation. Mr. DeVellis stated that he was going to read the citation which summarizes what he thinks Normandy Farms is about in their eyes and then Representative Barrows will also have something to read as well.

“The Board of Selectmen would like to extend their best wishes and congratulations to the Normandy Farms Family Camping Resort on receiving the 2015 Large Park of the Year Award.

Recognition is given to Normandy Farms Family Camping Resort for being awarded large Park of the Year by the National Association of RV Parks and Campgrounds. Being a four time recipient of this award the Normandy Farms team clearly exemplifies the excellence and professionalism necessary to provide an extraordinary guest experience for its patrons.

As a family-owned establishment with its seventh, eighth and ninth generations of the Daniels Family operating the establishment the Town of Foxborough is proud to be home to this beloved and luxury camping destination.

We acknowledge and pay homage to Francis Daniels who in 1759 first established the land and farm that we now know and enjoy as an award honored park and campground.

We wish to commend the dedication, guest service, team work and operational excellence of Normandy Farms Family Camping Resort.

Congratulations on your well-deserved award, we wish you continued success.

This citation is given under the seal of the Town of Foxborough on the 15th day of December 2015.”

Representative Barrows stated that it has been 256 years that this land has been in the same family which is amazing.

Representative Barrows stated that they always refer to Foxborough as the Gem of Norfolk County and this is the gem of campgrounds and RV Parks of America. 3,100 parks belong to the association and to be picked out of 3,100 that is pretty cool.

Representative Barrows stated that having been up there a number of times and seen the experience and been part of the experience it is really and truly amazing.

Representative Barrows and Mr. Keegan went up there 7-8 months ago and truly it is amazing from Frisbee golf to all of the different events that they do for everyone and just what they exemplify is amazing.

Representative Barrows read the proclamation from the Commonwealth of Massachusetts.

“Let it be herein known to all that the Mass House of Representatives offers its sincere congratulations to Normandy Farms Campground in recognition of earning the Large Park of the Year Award by the National Association of RV Parks and Campgrounds.

The entire membership extends it’s very best wishes and expresses hope for future good fortune; full rentals, full sites and continued success in your endeavors and continued success in all of your endeavors. Dated 15th day of December 2015. Signed by Robert Deleo, Speaker and Representative Jay Barrows.”

Representative Barrows stated that he is really proud of all they do and how they have kept it together. It is truly amazing and remarkable for a family business to keep it going and there is something in the genes.

Mr. Al Daniels stated that it is the heritage of the family; owning it is what drives you. It is not just to make money but it is the fact that it is the proudness of the heritage that keeps you going. They are trying to instill that and they have the next generation coming along.

They are the 18th oldest and continuously run family business in the country.

Mr. Daniels thanked them for the honor, they really appreciate it and they try to do a good job and they certainly have a good team to work with. They don’t call them their employees; they call it a family because everyone is part of the family. He is very proud of everyone.

Mr. Gray stated that a lot of people associate Foxborough with Gillette Stadium and the Patriots and he travels quite a bit and on a number of occasions he stated that he was from Foxborough and they stated to him that they had stayed at Normandy Farms and this is people going out to Ohio and South Carolina so you have quite a draw. As far as name recognition, it goes quite a ways so congratulations.

Mr. Mitchell stated that he has been lucky enough to see them in action, his wife works there and he does a little consulting work from time to time with Dan and the rest of them and he is amazed every time he goes in there; the amount of work that this family puts in. It is amazing that we have that in Foxborough. When Mr. Mitchell first moved to where they are now on Spruce Street he had never gone in there and the first time he went in he thought it was unbelievable. It is a hard working family.

Mr. Bob Daniels stated that they have such an attachment to the land; it has been in their family so long that it is just part of them and that comes before anything; the well-being of the land and what they have done with it.

Mr. Feldman stated that it is obviously all about customer service and you are doing it right so he wished them nothing but continued success.

Ms. Coppola stated that they not only serve people from out of state but a lot of Foxborough people spend weekends and also they provide jobs for the kids in town and it is just nice to have an institution like this.

Mr. DeVellis stated that they give back to the community and one of the ways they do this is they employ a lot of the children. A good friend of his daughter works for them right now and he had seen him over the weekend and he said basically his daughter has learned when they go there, they train them to the point where at the end they give them an exam and it is about accountability, respect and all of the things that come with a family business; it is not just fill out the application. He was very impressed at what they had given back to his daughter and that she has taken this with her. It goes a long way and it is very appreciated.

7:41pm – Action Items

Motion by Christopher Mitchell to accept the gift donation from the Whites of \$25 in memory of Ted Inman for the Council on Aging. Seconded by John Gray. **Vote 5-0-0**

Motion by Christopher Mitchell to accept the gift donation from Mrs. Helen Olsen of \$100 in memory of her late husband Armand E. Olsen to the Veterans' Services. Seconded by John Gray. **Vote 5-0-0**

Motion by Christopher Mitchell to accept the gift donation from the Powers Girls & Friends of \$170 to support local veterans for the Veterans' Services. Seconded by John Gray. **Vote 5-0-0**

Motion by Christopher Mitchell to accept the One Day Beer & Wine license for 12/26/15 for the Three Stooges Film Festival from 2:00pm to 9:00pm. Seconded by John Gray. **Vote 5-0-0**

Motion by Christopher Mitchell to allow a One Day Beer & Wine license for 12/31/15 for a Stand Up Comedy Show from 8:00pm to 12:00pm. Seconded by John Gray.

Mr. Mitchell asked where this is on New Year's Eve if there was any police detail needed in which Chief O'Leary stated ordinarily they do not have to post a detail there because the crowds don't exceed the liquor requirement.

Vote 5-0-0

Motion by Christopher Mitchell to allow a One Day Entertainment license on 12/23/15 at 8:00pm for a Christmas event for employees and public. Seconded by John Gray.

Mr. Gray asked if that was one of the days that they would not ordinarily have entertainment. Mr. Mitchell stated that it is a Wednesday. Mr. Gray stated that they basically have an entertainment license Thursday through Sunday.

Vote 5-0-0

Motion by Christopher Mitchell to allow the early opening request for 2016 for all New England Patriots Sunday Home Games as well as Easter, as well as Mother's Day and as well as Father's Day at 11:00am for D&N Corporation/Nick's Steakhouse.

Mr. Gray stated that they needed to amend the motion because it is Sunday Home Games beginning at 1:00pm.

Motion by Christopher Mitchell that they approve the early opening request for 2016 New England Patriots Sunday Games that start at 1:00pm and also Easter, Mother's Day and Father's Day for an early opening of 11:00am for D&N Corporation/Nick's Steakhouse. Seconded by John Gray. **Vote 5-0-0**

7:46pm - Working to Keep Foxborough Beautiful – Neal Ryan

Mr. Ryan stated that he was before the Board to speak about keeping America Beautiful which was a nonprofit organization that is working to keep Massachusetts communities clean, litter free and beautiful.

Mr. Ryan's involvement with this cause began back in 2008 in Mansfield and that is when his wife got tired of hearing him complain about the litter in Mansfield and told him to do something about it so that led to the First Annual Great American Cleanup of Mansfield in 2008 where they had about 600-700 people come out and did a town wide litter clean up. Since 2008 they have had a cleanup every year and in 2009 became an affiliate of this national organization "Keep America Beautiful" which has been around since 1953.

Tonight Mr. Ryan wanted to talk about the benefits of forming a Keep America Beautiful affiliate here in Foxborough and how Keep Massachusetts Beautiful which is a state affiliate can help you get organized and support you.

Mr. Ryan showed the Board some slides of litter on Central Street, Route 140 near Ocean State Job Lot Plaza. He stated that he was not showing the photos to make the residents feel bad about Foxborough but the point is Foxborough like every town in the state of Massachusetts has a litter problem. Despite the best efforts of DPW and some volunteers really around the state roadsides, parks and public lands are a mess. Sometimes it is hard to see from your car but if you get out and walk you will definitely see it. There is a way to reduce litter and beautify the town by forming a Keep America Beautiful affiliate right here in Foxborough. Mr. Ryan wanted to talk to the Board about how Keep America Beautiful can make that happen.

The idea behind Keep Massachusetts Beautiful and Keep America Beautiful is that appearances matter. Litter, illegal dump sites, graffiti, neglected vacant lots not only hurt property values and discourage economic development but they really reduce the community's collective self-esteem. When people see litter they think it is okay to litter there. It is similar to the broken window theory of community policing where if you ignore the little things it can lead to bigger problems. It doesn't have to be that way and he knows here in Foxborough they have an annual Clean Up Foxborough Day that Dooley Disposal Services has organized for the last couple of years and that is a great thing; however, as the photos show that one annual clean up alone is not enough to keep the town looking good so you really need a group of dedicated people who are looking at this issue and related issues on a year round basis. These people can really serve as the eyes and ears and the watch dog to identify problems and hopefully implement solutions.

Change is possible but it does require the people of any town to take ownership of the appearance of their own community and often times they need a little help and that is where Keep Massachusetts Beautiful comes in.

They would focus on three core areas:

1. **Litter prevention and cleanup** - Understand who and what is causing the litter and to get government, volunteers and business leaders working together to clean it up.
2. **Recycling and Waste Reduction** – If you recycle more of the trash there is less possible litter out there and less that ends up in landfills.
3. **Beautification and Community Greening** – Landscaping projects, tree planting, and other improvements to build community pride.

Keep America Beautiful which has been around since 1953 is a large organization and they envision a country where every community is a clean, green and beautiful place to live. Their philosophy is not that government is not going to necessarily solve all of these problems and towns are going to go out and hire 15 more people to pick up trash; they know that is not going to happen but it is really up to the residents to take pride in their own communities. It takes a partnership between residents, government and the business community, a team effort. In the

end everyone benefits and the residents get to live in a cleaner more attractive town. Businesses get recognition for their efforts whether it is volunteers or if they are donating money and the town likely becomes a better place to do business and then town government benefits from the cumulative value of those volunteer hours which saves manpower and money.

On a national level there are 600 affiliates across the country. Mr. Ryan stated that the area shaded in purple on the slide he showed the Board were states that had a state affiliate and Massachusetts became the 26th state affiliate this past October; they are the loan representative in New England. Within the state of Massachusetts there are three local affiliates: Keep Mansfield Beautiful; Keep North Attleborough Beautiful and Keep Springfield Beautiful and all three communities have seen great results.

On a national level the flagship event is the Great American Cleanup and that can be litter cleanup, plantings and educational seminars. That happens in the spring every year in more than 20,000 communities around the country. In 2014 there were more than 4 million volunteers and 37 million pounds of litter and debris were collected; 41,000 trees were planted and 85,000 miles of roadsides were cleaned. It was a huge success around the country but here in Massachusetts, not as much. It hasn't been really a statewide organized effort. They are hoping with the Great American Cleanup of Massachusetts which will happen in April or May of 2016 will help add to these numbers significantly.

At the local level, in Mansfield and North Attleborough they have had their annual cleanups every year. Mansfield routinely gets 600-700 people and they clean up virtually the entire town. Beyond the annual cleanup they have a core group of more committed volunteers who go out periodically throughout the year and target key areas. They have about 25 families and individuals who have adopted streets who go out whenever they can. The end result is that there is definitely less litter in Mansfield. You can see it right at the town lines on the major roads.

In the area of beautification this was a project down by the Mansfield train station where in 2013 you can see on the left (slide) it was just a tangle of weeds and that is at the entrance right near the train station. With money they raised through the business community as well as some of the parking enterprise funds they were able to team up with a local landscaper and transformed that area into a much more attractive entrance into Mansfield.

The third item is Recycling and Waste Reduction. They are doing all this work to clean up the litter but this is really an effort to prevent it in the first place because it should be an easy solvable problem if people would stop littering. They are working with the schools in Mansfield to go into the classroom and deliver a lesson on littering and recycling. They did it last spring and they are going in again in January. They also through a grant were able to purchase recycling bins for the cafeterias, hallways and classrooms so they are tackling the problem that way.

The domino effect that has happened in Mansfield, some other people have taken notice of all of the things that have happened over the last eight years and it has spawned some other projects such as the community mural down by the train station; it is 325' long and was just finished this

past fall and it is a beautiful addition to their downtown area which hopefully maybe will draw some visitors and businesses to their downtown area.

Other benefits of being an affiliate of Keep America Beautiful are:

- Grant Opportunities – Over the past several years they have given away over \$10M and that comes from companies such as Lowe's, UPS and Waste Management. As a local affiliate you can apply for those grants and they have gotten a couple in Mansfield. It is a very flexible system and there are not a lot of mandates; there are really only a few requirements. They have many different programs so you can pick and choose what works best for your community.
- There is a network of people across the country that you can tap into; they have been working on these issues for about 50-60 years in some places.
- Training/Webinars – When you form an affiliate you want it to succeed and sustain itself so you get the support that you need.

It really is a great investment in your community so their study showed for every dollar invested; affiliates in the system return \$34 in local benefits. In Mansfield since 2008 they have raised over \$200,000 in donations and grants and all of that money has gone right back into park benches, trash barrels, signs for the commons and landscaping projects.

If you add up the hours; 600 people for two hours a piece every spring and other events throughout the year at the rates that they suggest which he believes is \$23/hour is more than \$200,000 of free labor.

There is an overall sense of increased pride in the way the town looks especially the downtown area; things are definitely looking up.

So the Board of Selectmen and anyone watching on television and perhaps is inspired, he urges them to give consideration. He knows there have been efforts in Foxborough with the Annual Clean Up but he thinks as the photos show there is more work to be done. With Gillette Stadium (they have the same issue in Mansfield with the Xfinity Center) they get more than their share of visitors coming off of the highways and some of them who have possibly had a few drinks and are tossing their things out of the window as they go along so as a result they have more than their share of litter.

You do need someone or some people who will be your champions so he urges the Board if they know people in the community who might be interested in this topic and getting organized to lead this effort, they can get in touch with Keep Massachusetts Beautiful through their website and they will provide all of the resources they need to get organized and get off the ground.

Mr. Ryan stated that this was the end of his formal presentation and hoped that everyone has learned a few benefits in forming a Keep America Beautiful affiliate and he hopes someone will be inspired to take some action.

Mr. Gray asked if Mansfield had a cleanup day before they were affiliated with this, in which Mr. Ryan stated no. Mr. Gray asked if he had any models for other communities because Foxborough has Dooley and the Jaycees who put on a growing cleanup day in the spring. Mr. Gray asked how you would gravitate from that into Keep Massachusetts Beautiful or do they merge together. Mr. Ryan stated that a cleanup is really an entry level where you get the people that are interested in this involved and if it is successful hopefully it leads to people saying let's do more than just this one annual cleanup; let's really focus on these issues and other related issues like recycling and beautification year round. There are often affiliated groups such as the garden clubs and things like that that you can work with. There is a process in becoming an affiliate where you actually get trained on the systems and the methodology and how to set up a committee that is going to work and last. Mr. Gray stated that he likes the idea of adopting a street.

Mr. Mitchell asked what the size of the grants that Mansfield got. Mr. Ryan stated that they had one for \$2,500 that they used for downtown for a beautification project where they put in a park bench, trees, plants and a trash barrel. There was another one from a local company for \$7,500. Mr. Mitchell asked to join Keep Massachusetts/America Beautiful are there any fees in which Mr. Ryan stated to be a Keep Massachusetts Beautiful affiliate they are working that out right now and he would say at this point there is really no charge. You could choose to be a state affiliate or you can go all in with the Keep America Beautiful affiliation and that is when you are eligible for grants and some of the other benefits that KAB provides and there is a fee based on town populations. For a town the size of Foxborough it might be \$1,000 and annual dues of \$100-\$150. There is an initial investment but as the Mansfield sample showed, it paid off. You also get that national credibility of being affiliated with the national organization. Mr. Mitchell asked if the committee in Mansfield was appointed by the Board of Selectmen or is it a private committee. Mr. Ryan stated that you can choose to be a 501(c) (3) independent; Mansfield is set up as a committee of the town formally blessed by the Board of Selectmen and their funds are held in a town gift account. North Attleborough saw what they were doing in Mansfield a couple of years ago and they approached them and they went through the process. They organized as a 501(c) (3); it is really up to each town.

Ms. Coppola stated that Mr. Ryan had stated that there were a few requirements; is there any other requirements besides the fee in which Mr. Ryan stated no. Mr. Ryan stated that they send up a trainer from their headquarters who will come up for a half day/3/4 of a day session where they go through the programs in the system and then they give some homework and they come back six months later and they ask you to put together your bylaws and your organizational documents and they come back and then they do another half day training. Assuming that all goes well then there is an official certification process and then you are in the club. Ms. Coppola asked what the training would be like i.e., how to recognize the problems in which Mr. Ryan stated yes, they have some systems and "Community Appearance Index" and "Litter Index". It is a methodology for before you get started you want to assess the situation and get the facts: where is the litter; do we have a problem with illegal dumping; do we have problems with abandoned vehicles, etc. You document the problems and the issues which is the first step. Ms. Coppola asked if he does not recommend that there are town bylaws made to facilitate what they are doing and asked if that was one of the things that the KAB suggests. Mr. Ryan stated that

they will give the town sample bylaws; it is more about how is your committee going to operate, similar to a nonprofit; how often are you going to meet; who is doing which role and that type of thing. Ms. Coppola stated that wouldn't be a requirement in which Mr. Keegan stated no, it was a framework. Mr. Ryan stated that it is a blueprint of this is how it works in other areas and you can tweak it as you see fit.

Mr. Keegan stated he has not worked with Keep America Beautiful or the state or local affiliate but he is familiar with a similar type of program in Dedham where they had a group called "Dedham Civic Pride" which was a formal town committee appointed by the Town Manager and Town Administrator but they raised their own money and they were 501(c) for beautification purposes. DPW worked with them and provided them with some assistance and they recognized that the town could not do all that work and it was up to them to maintain a lot of those things. It was a really good partnership and over time they were a professional fundraiser to a degree because they actually had major events throughout the year that would help raise money for those events and it was very successful. The work that they did was just amazing to Mr. Keegan. They did a lot of cleanup work and it was not just a one-time event, it was throughout the year that they would take care of certain things. This sounds a lot like that being a very similar type of thing and they did it even before this was even formed so he thinks the framework that Mr. Ryan first described to Mr. Keegan when they talked on the telephone and he thought it was interesting that this is a community that really is trying to take those next steps to go forward in a lot of different fronts and he thought it was a good framework to at least provide the community to start looking at.

Mr. Ryan stated that if a town or group decides not to go with the national affiliation then can still be a Keep Massachusetts Beautiful affiliate and get many of the same benefits of their experience, knowledge and support.

Mr. DeVellis stated that he had spoken to AJ from Dooley Removal and also Jack Authelet and they are completely committed to doing what they have done in the past in the spring so it is probably worth more discussions with them because it seems like we are at a bit of a crossroads where if they go forward is it a government controlled appointed committee or is it a 501(c) (3) and let the private groups do it and Mr. DeVellis thinks it is worth discussing further. Mr. DeVellis asked Mr. Ryan if he is paid to do this in which Mr. Ryan stated not yet. Mr. Ryan stated that he created the state affiliate over the last year or so. They had their first public event in November and they called it the "Massachusetts Litter Summit" and they had about 40-50 people altogether in Plymouth in November and people from all the surrounding towns to talk about this issue and what they can do at the state level so they are a young state affiliate and also his experience in Mansfield for the past eight years. He goes to the annual conference every year and he is the only one in the room from Massachusetts so it started to bother him.

Mr. DeVellis thanked Mr. Ryan and stated as spring gets closer they will have more discussions and reach out to different people. Mr. DeVellis stated that in speaking with Jack Authelet and AJ Dooley today there is an outreach to the younger kids to get them involved and now they are seeing people come back from school for credits or for National Honor Society time and merit and things like that. He would hate to go to a larger level and it is names and faces that just come in and do it. If this is completely community based and it grows then there is a lot of

potential in that. Mr. Ryan stated that is something that he wants to work at the state level as an educational component such as the crying Indian commercial and those messages went away and you see the “Go Green” and all those types of messages but the basic message “don’t throw your trash out the window” seems to have been lost on a whole generation of people. Going into the schools and having something where kids get an actual lesson.

Mr. Keegan stated that he does not think that they should take away from the work that has already been done in this community he thinks this would be just a case of taking that idea or that concept to a new level. What has been done so far has been tremendous and now it is a case of do we want to take that to another level and grow on that idea. He agrees that it is something that we all have to adopt it and they can’t say it is a governmental function; it is a collective function of the community to want our community to be clean, to be beautiful and to be someplace that everyone wants to be part of.

8:12pm – Action Items (Cont’d)

Motion by Christopher Mitchell to approve the extended hours until 2:00am on New Year’s Eve for D&N Corporation/Nick’s Steakhouse. Seconded by John Gray.

Mr. Gray asked if this was consistent with other establishments being open on New Year’s Eve in which Mr. Keegan responded yes. Mr. Mitchell asked if the liquor cutoff was still 1:00am in which Ms. Coppola stated 12:30am. Mr. DeVellis stated that by allowing them to stay open doesn’t allow them to extend the hours that they can serve or the hour that they have to remove liquor from the tables. Mr. DeVellis stated that in the past the Board has had a condition that they provide food also; it is not just another hour of gathering. Mr. Mitchell asked if they can make that a condition in which Mr. Gray stated that if you reinforce that it is going to follow the conditions of the license in other words it doesn’t extend their services.

Motion by Christopher Mitchell to approve the extended hours until 2:00am on New Year’s Eve but the alcohol hours stay intact according to their license. Seconded by John Gray. **Vote 5-0-0**

8:14pm – Saga Steakhouse Alcohol Violation – Chief O’Leary

Chief O’Leary stated that on the morning of November 24, 2015 Officers responded to a call including Sergeant Richard Noonan who does a lot of the department’s alcohol management programs to Saga Steakhouse. They had received a call originally from an employee of Patriot Place Security that reported on Sergeant Noonan’s arrival as well as the bike team that he had observed through the windows of the steakhouse people were still being served drinks at the bar. Sergeant Noonan entered the facility and there was no person on the door and the door was still open and he observed several people still with alcohol in front of them on the tables and the bar area. He met with Mr. Lin who identified himself as the manager of the facility and he also noted that he has been the manager of the facility since 2014 and is the Manager of Record on the license itself. As a result they did a further count and continued their investigation and there were 37 individuals in the rear part of the restaurant that still had liquor on the tables and were still drinking and were still completing meals that they had purchased. There was no monitoring of the door, it was left open. The town’s liquor regulations call for the service to end prior to

1:00pm and Chief O’Leary feels that the observations and the investigation done by Sergeant Noonan should result in a public hearing for the Board to make a determination if there was a liquor violation.

Mr. DeVellis stated that inside the Board’s packet there was a report; minutes from their last meeting a little over a year ago; a Letter of Reprimand sent to Saga for a violation with the details of what the punishment was at that time. Mr. DeVellis cautioned the Board that this is as the Chief had stated is there enough here as presented to the Board from that report to schedule a public hearing to see if in fact there was a violation or not through that public process.

Mr. Gray stated that having listened to the Chief’s summary of the report and having read the report and all of the background information from the previous violation he thinks that from what he can gather there was a purposeful and conscious awareness that the business was open past the closing time. Mr. Gray has used the word “complacency” in the past as far as the stings and this one was conscious; they have been in business for quite a while now and they close (the Board assumes) within the license period and in this particular case and we don’t know if this is an isolated case they chose to stay open and continue to operate so it warrants a public hearing. The rest of the Board agreed.

Mr. DeVellis stated that it was the general consensus of the Board to move towards a public hearing and he asked Mr. Keegan to schedule a hearing at the next earliest time.

Chief O’Leary asked if the Board would anticipate using legal counsel for alcohol just to review some of the facts. Mr. DeVellis stated that they would be represented by their legal counsel. Mr. Keegan stated that they have already contacted legal counsel and he has been advised of this “show call” discussion tonight and that he would be available to them following tonight’s discussion. Chief O’Leary stated that he believed this would be helpful to the community.

Mr. DeVellis stated that this was not a public hearing but asked if anyone in the audience had thoughts or discussions on this. No one did.

8:19pm – Child Sexual Abuse Awareness Committee – 2015 Annual Report – Deb Spinelli and Lynda Walsh

Mr. DeVellis stated that a few years ago the town set up a process where the Board of Selectmen appointed a group and there were seven individuals. With them tonight was Superintendent, Deb Spinelli who is representing the Foxborough Public Schools and Lynda Walsh who is representing private educational and social institutions. Part of their board is the Board of Recreation; Public Safety; Religious Institutions; Council on Aging & Human Services; and there is one member at large.

The Board of Selectmen appointed this group and Section 4 of the town’s bylaws states “there shall be a Child Sexual Abuse Awareness Committee to consist of 7 regular members with a mission to raise awareness of the prevalence and circumstances in which children are being sexually abused and promote simple and effective ways for the public to be aware of risk factors and educate to reduce the opportunity of abuse in the Town of Foxborough. The committee shall

prepare an annual report submitted to the Board of Selectmen for their consideration and approval.”

Mr. DeVellis stated that this is what the Selectmen appointed and this is what the town meeting approved and they have been back in front of us last December for their first annual report and they are now going to present their second annual report.

Ms. Walsh had given the Board a copy of their second annual report and stated that she thinks the report sums everything up and didn't know if the Board had any questions for them. Ms. Walsh stated that they continue to build upon the awareness within the town and they added just about 400 eyes to the overseeing of their children this year. Ms. Spinelli stated that was one of their goals to increase the number of people in the community that Chief O'Leary called a "tipping point" so they wanted to reach the tipping point in the community which is about 1,000 people so that there are a lot of eyes and ears in the community that if they see something of concern that they will say something and they now have more knowledge and skills to notice something and know what to do about it and to know what to notice and what not to notice because they are relatively unprepared in that area. They try to be succinct in their annual report and keep it to two pages but try to sum up what they did and also to include for the Board's benefit what they are going to try and focus on the following year. Whatever they have done there is usually something else that they see that still needs their attention so some of the goals the Board will see they pick up from last year about awareness training and the Town Employee Handbook that they continue to work with the town side on and a tracking system for that; who is trained and who is not trained. You can see a continued focus for them is outreach to other entities so while they reached out to certain groups; they made huge progress last year with youth sport groups and they are tracking some other groups that they haven't had as much time to spend on for outreach to see if they will be willing to partner with them on this and that includes things like the religious organizations and child care facilities. They have done a lot with boy scouts and be aware of what they are doing; they are not so sure about girl scouts, they are going to look at that and any private schools within the town boundaries and things like that. Their new focus will be to develop a plan for parent and community outreach to raise awareness about child sexual abuse and to encourage training. While they have been focused on groups they can name in the community such as those as Ms. Spinelli just mentioned they are trying now to focus on how do they reach the parents who are at all of these events and are with children all the time.

Ms. Walsh stated that they have a couple of new trainers this year that are doing the training for them. They received a grant for \$1,000 from the Norfolk County District Attorney's Office so that helps with the cost of the materials (handbooks) and to pay the trainers. Ms. Spinelli stated that it is important to thank the Norfolk County District Attorney's Office, District Attorney Morrissey for considering their grant and giving them the \$1,000. This goes towards community prevention and this is considered part of their community prevention focus that they will actually support within their communities.

Mr. Gray stated going back a few years when this topic first came up just the mere discussion of this topic was uncomfortable and one thing Mr. Gray can gage over the past few years is the level of conversation that has taken place and he thinks it is less hidden now and they used the word "tipping point" and he thinks they are right, if you have a mass of people that at least

acknowledges that there is a problem in the community and can talk openly about it you are halfway home so to their credit and everyone that has been involved in this over the years he thinks that this has been really a model for other communities and hopefully they are adopting it. Ms. Spinelli stated that they hope to be a model for other communities and that she appreciates Mr. Gray's comment because it is uncomfortable and she certainly doesn't come from a generation that was comfortable talking about the possibility of child sexual abuse in your neighborhood or your community and the more we become comfortable talking about it, the better chance they have of preventing this from happening to another child. Certainly they don't think that even with the best efforts it could never happen within our community but it could certainly happen anywhere but they want to make sure that they can do the most that they can do to hopefully prevent anything from happening.

Mr. Mitchell asked if their committee was getting any pushback from any of these groups or town groups. Ms. Walsh stated that they are not comfortable at first but then once they get into the training and they take the training there is a lot of discussion and it is all positive and the comments coming out have all been positive. It is really a great training and because of the great training it changes people's minds so even if there is an incident in town, that person is going to be brought to justice because there are going to be so many people that are comfortable speaking now in their generation and maybe more.

Mr. DeVellis stated that he knows they didn't go over the numbers but if you look at the report there are almost 300 coaches of youths that have gone through the training of all different ages; training of town employees and he knows it is an extremely difficult topic to bring up not so much with the older coaches but he sat through the training of some of the recreation younger kids thinking that it was going to be uncomfortable but it is a different generation and they can say the words and they can talk about it and they are comfortable going through the process. It is a good process because the more that you talk about it the more people get comfortable about it and if you get in a position where you have to report something you can report it with confidence.

Mr. DeVellis stated that the group meets every other week; twice a month and they do a ton of work. Mr. DeVellis wanted to give special recognition to Representative Jay Barrows because he has been in and out working. Part of the Board's job is when they get warrant articles they have to sell it a little bit but the Child Sexual Abuse Awareness Committee is responsible for Article #1 that is going to be coming up in February which is a gray area that they uncovered when they were going through the mandated reporters so it is not clear who is a mandated reporter; and no one really knew and it took six months to find out that still no one knew. They are going to the state with hopefully a Home Rule Petition that says there are 3-4 categories in Foxborough that are above and beyond what the state requires that says if you see something you are mandated to say something. Being leaders there are other towns coming to them now for help and to grow their town. You are doing a lot of work and it is recognized not only in Foxborough but at the state level to.

Ms. Spinelli stated that they are trying to keep the message simple "See Something/Say Something". The training is an eye opener but it is not about being so expert that you know something for certain. It is really giving you enough background and enough information so that

you feel comfortable saying that is something that I should be concerned about so if you hear something or see something then I am going to say something. That is really where your obligation ends. They are not the experts that can make that determination, that is left to the professionals that do that so they don't feel like they have to judge if it is or isn't any type of abuse they just have to know when it is something that has to be reported or when something doesn't feel, look or sound right. If you take something that you are familiar with and they are around kids all the time; school people, town's people, library people, youth sports volunteers; any kind of volunteers and they are very comfortable recognizing signs of a lot of types of abuse such as physical abuse; neglect; you can see when kids are hungry when they are asking food and they are saying they didn't have any breakfast at home and they are comfortable with other types of abuse because it is a little bit more concrete and it is not as uncomfortable to talk about it and they need to be as comfortable looking for signs of sexual abuse as they are with other types of abuse and neglect and that is where their focus is. Ms. Walsh stated that it does help the person taking the training to protect themselves too that they don't put themselves in a situation that you knew and you didn't do anything about it.

Mr. Feldman stated that they touched on something very important; being comfortable to talk about it and he sees that they are expanding their training sessions but when he went through the training it was eye opening not from just being a coach but being a parent and he thinks this training would be invaluable to parents and opening it up to them. His son is down at the Citadel and they have this thing called Corps Day where the whole school goes out into the community (all 2,500 cadets) and they volunteer their service and they actually become mentors to students in the surrounding communities. One of the requirements in being a mentor is that you have to go through the Darkness to Light training so it is really gaining legs. He thinks it is invaluable for parents and being able to expand that and train them would be eye opening. Ms. Walsh stated that is their goal for next year. Ms. Spinelli stated that is a helpful point because it is a national prevention and education program; Darkness to Light and Stewards to Children. It is a national movement and in our area it was sponsored by our YMCA who is active in the National YMCA so they wanted to thank the Hockmuck YMCA because that is how it came to them at first before this was a personal and local problem of such magnitude. A year before that it was our YMCA that brought it and so it started there.

Mr. Mitchell asked with Darkness to Light is it similar to CORI or any other certification like every two years you need to have it. Ms. Spinelli stated that you need to do the initial training and have that noted but what they are working on in their community and they are starting this in the schools is that they are calling it an annual revisiting so they are picking off certain aspects of the training and each year you will have a reminder of retraining in that area and then maybe the next year it will be reporting requirements and the year after that signs and symptoms. They are just trying to have two or three different focus areas to cycle through so you don't have to go through the whole two hour training and watch the same videos and the same testimonies every time. It is not something like CPR that you have to go and demonstrate again. They do want to keep the content fresh. Mr. Mitchell stated that he wouldn't be opposed to the whole thing. He took the very first one that happened and that was two years ago. Mr. Mitchell was a scout leader for sixteen years and they had phenomenal training on this and it was eye opening as an adult. One of the mottos in the scouts is "two-deep leadership" and always have a second adult with you while you are with a kid or having a one-on-one conversation just to protect yourself.

They used to have to get recertified every two years so he is going to take the whole course over again the next time they have it.

Mr. DeVellis thanked them for being cognizant of their budget. When they set their budget it was kind of a guesstimate and they supplemented that with a grant and they used their money wisely. You have a very broad and deep foundation and on not a lot of money which you don't see too often.

Ms. Coppola wanted to thank them for their persistence in this. A problem was exposed and instead of saying this will never happen again they are making sure that it will never happen again and the whole community really appreciates their dedication and their persistence on this because it is an important issue that needs to be addressed.

Ms. Spinelli stated that it is pretty painful for people who have endured something like this and it is lifelong so it is actually a problem in society if they can prevent it then you are actually preventing a whole host of problems not only for that individual but society at large and preventing the need for other greater services in the future if they can work on this. They do make people uncomfortable because it isn't easy but they have seven passionate people and they will keep going.

Mr. DeVellis stated that they submitted a formal annual report dated December 3, 2015.

Motion by Christopher Mitchell to approve the annual report of the Foxborough Child Sexual Abuse Awareness Committee. Seconded by John Gray.

Motion by Christopher Mitchell to amend his motion and make a motion that they accept the Foxborough Child Sexual Abuse Awareness Committee Annual Report. Seconded by John Gray. **Vote 5-0-0**

Ms. Walsh stated that this report should go into the Annual Report as a committee not just part of the Board of Selectmen's report. Mr. DeVellis stated that when the Board voted on this two years ago, they are a formal committee. It was set up that way and it is in the bylaws so if Selectmen change and they don't want it, it has to go back to town meeting to formally get rid of this committee.

Mr. Gray stated that they may want to make a presentation at town meeting.

Ms. Spinelli stated that she wanted to mention Bob Correia who really keeps them going. He is their unofficial boss.

8:36m – Steelworker's Contract & Library Contract – Mary Beth Bernard

Mr. DeVellis stated that the Library contract has been discussed by the Board over time in Executive Session and they voted the last time when they got to a certain point to bring it for public discussion and a public vote.

The Steelworkers contract is still in Executive Session and they talked about it at 6:30pm and it is still not ready to come out so they will leave that at that. Mr. DeVellis wanted to say thank you to Ms. Bernard, Mr. Keegan and all of the people working on these contracts it is always a rush to get them before town meeting for a warrant article. Both of these started a long time ago and it is a long, delicate process and they have done a good job getting it to this point.

Ms. Bernard stated that it is the Boyden Library Employee Association and they have come to an agreement beginning July 1, 2015 that goes through June 30, 2018. Some of the key interesting facts in this discussion were the recognition of two part-time library assistants which was one full time library assistant job and it became a job share. The two people were working under 20 hours a week and were identified as non-benefit employees. The union asked that they become members of the bargaining unit and with that came some benefits for them and some prorated longevity pay, holiday pay (if a holiday falls on a day that they are regularly scheduled to work) with the understanding that because they are only part time they are able to make up the days if they lose a day's pay.

In recognition of the new state sick leave law the union approached them for sick leave accrual for these folks so keeping that in mind although they have not adopted that sick leave law they wanted to respect it and this group will accrue .5 sick days per month which is a total of 6 days per year to be used for illness. They gave a maximum accrual of 30 days so that there is not a sick leave buyback or anything like that but if they did have an illness or an injury then they would have some sick time. This group also would be earning overtime on Sundays which they never did before as hourly employees. In exchange for that they were able to negotiate down the sick leave accrual from the full time employees and the benefit eligible employees. This group was accruing 2 days per month which they felt was extremely generous and they have made a concerted effort to try to negotiate that down so they were able to successfully get that to 1.75 days per month of sick accrual.

This group has a sick bank and they re-clarified some of their sick bank language and they had some concerns about how an employee would have to ask for sick bank time; they felt like it wasn't really respecting their privacy and some of the HIPPA laws so they clarified the language to make that process of the sick bank be a little more private. They clarified some concerning worker's compensation language that was in the agreement. The agreement stated that generally they only compensate 60% and the town would compensate the other 40% and they wanted to clarify that the employee could use their own accrued sick time to supplement.

Since the Boyden Library was renovated there were custodial positions in this union. They were using a contract service so the contract was really discussing custodial positions and they were no longer part of the bargaining unit so they wanted to clarify that. It was unusual for this to be in a contract but it was an important thing to the union so Mr. Keegan and Ms. Bernard discussed it and the new Library Director, Manny Leite was consulted and there is going to be a change to who makes the schedules. The Senior Professional Librarian does the schedule and the Library Director has oversight for that and he will give final approval. That is a little unusual to be in the contract, but it was an important thing to this group.

They clarified emergency closing language so in an emergency or a storm what the protocol would be and this was in concert with the Trustees, Director and the Town Manager and they came up with some language saying that they understand the safety of the employees is very important and they would consult if there was a travel ban or a state of emergency or anything like that.

One very important thing and it sort of speaks to the committee presentation that just preceded this, is that they were able to negotiate doing CORI's on all of the Library employees. Right after this is signed during this month of December they are going to do that. They negotiated that all Library employees will have a CORI done in December 2015 and the Library Director has committed to Darkness to Light training as well. He is setting up some sessions specifically at the Library for all Library employees so that was really a great accomplishment.

The town has drafted a new tuition policy and that will also be coming to their group as well and the Library has embraced that policy and it is a policy that limits the amount of tuition but it also likes to support people's professional development endeavors without breaking the bank. It also has some requirements about only paying \$1,500 per course. The Director has to be informed a year before or in time to put it into the budget and if an employee leaves the town employ within two years there is a payback piece of it also. It is something that they all felt that they could live with and it also encourages professional development.

The last point was grievance language. They have had a really good relationship with this group and Mr. Keegan and Ms. Bernard have started negotiating and they found that they don't really have to go through the grievance process; they found an informal way to review and discuss it before it even gets to that point. They put in a paragraph that precedes the grievance language to say that when at all possible they encourage an informal discussion of all the parties to try to resolve things and they have been very successful with that. That is one of the things that they are also talking to other bargaining units about to make a grievance process that works across all the contracts.

This contract finally clarified the Sunday hours and the Sunday schedule and how that is going to work. The Library is successfully open on Sundays now.

The wage package was for FY16, FY17 and FY18 for a 2% general increase for each year and that would be retroactive to July 1st.

Those are the terms of the contract. The Board will have that in their packet and the Memorandum of Agreement has been ratified and signed by the Boyden Library Association and they are presenting it to the Board for any questions or comments and hopefully for ratification.

Ms. Bernard stated that it was a very professional and pleasant process. Mr. Keegan stated that they did not use counsel.

Mr. DeVellis asked if the new Library Director was receptive and easy to work with. Ms. Bernard stated that they had it pretty much settled when he came in but they met and talked to him about the terms to see if he had any concerns and they also called the Trustees whom Ms.

Bernard got to know pretty well through the hiring process so everyone was in agreement with the terms.

Mr. DeVellis stated that this is not the first time the Board is hearing it because this is negotiated and this is what they have been going into Executive Session for so that they are not voting on something and hearing it for the first time. Mr. DeVellis stated that he thinks that everything Ms. Bernard has discussed has been in front of them and they have looked at it in the past.

Motion by Christopher Mitchell that they ratify the Library contract. Seconded by John Gray.

Motion by Christopher Mitchell to amend his previous motion to ratify the Library Workers contract from July 1, 2015 through June 30, 2018.

Motion by Christopher Mitchell to accept those specific dates. **Vote 5-0-0**

8:47pm - Special Town Meeting/Warrant Articles Update

Mr. DeVellis stated that they have been putting the Special Town Warrant review on the agenda just in case anyone has any revelations, changes or updates from any of the members that have been going through the process of the Advisory Committee. Mr. Keegan stated that there are no changes.

8:55pm – Town Manager Update – William G. Keegan, Jr.

Mr. Keegan stated the auction occurred this afternoon at 12:00pm for the former Town Fire Department and the funeral home located behind it (a process that has been in the workings for over 5 years now) located in the center of town. The auction went off with the fire station and the funeral home being sold for a total of \$550,000; they were very pleased to see that. It is important to note that the taxes for this year and the taxes for next year have also been paid as well. There is a 30 day closing on all these sales that were consummated today. Because it is a former municipal use it will require a hearing before the Board of Selectmen for a Municipal Reuse permit and they initially talked about the date of December 29, 2015 but they are thinking it will be sometime in January; more likely January 12, 2016. It has to occur in the 30 day period from when the closing occurs. It will more likely occur at the end of that 30 day cycle so it affords the prospective buyer to come in and present to the Board their ideas of how they propose to use the property. That is a requirement of the Board's bylaw so that is something they have been working through and that the prospective buyers have been made aware of that was presented to them this morning as part of the whole process. It is something that has to be done so they will keep the Board advised of what that date will be because we won't know more about it until that actually happens.

Garrett Spillane Road which was a 1.6 acre parcel went for sale for \$145,000 and he was very pleased to see that amount of money.

These were more amounts than they thought that they initially intended that they would go for so he was pleased to see that they were able to do that.

The final piece was Cross Street which was another acre parcel that was somewhat landlocked; it was located between two existing parcels and that went for \$50,000.

The collective sale of these four properties went for a total of \$745,000. Mr. Keegan wanted to thank the Finance Department, Lisa Sinkus, Randy Scollins and their Auctioneer Paul Zekos and his group, the Zekos Group for putting an enormous amount of effort into this sale. This was historic; this is something that the town has never done before.

This also led them to have further discussions this afternoon about maybe there are others that they can look at as well. What is significant about that is they were able to unload these parcels and can now put them on the tax rolls and hopefully they will spur further economic development into the downtown area and to other areas in town as well. They are very pleased with the process that went forward today.

Mr. DeVellis stated as far as process, with respect to the fire station process there is a special consideration; they can't just purchase it and pick up the zoning bylaw and build something; they have to come back in front of the Selectmen under that special provision where they can make additional requirements or protocol that they would have to do that someone else would not. He thinks that it may be appropriate if they have that meeting publicly that they go into Executive Session because it is really a contract and strategize. He thinks they need to have that conversation in Executive Session. If they could do that either on December 29, 2015 and have a brief Executive Session or the evening when they come in front of the Board they go into Executive Session prior to the meeting just so they can all get on the same page where they can't do it publicly. Mr. Mitchell asked if they could do that with the Planning Board. Mr. DeVellis stated that he believes so. Mr. Keegan stated that he believes that can be done but they have to verify that with town counsel to make sure that is accurate and if they can do that Mr. Keegan will certainly schedule it.

Mr. Mitchell stated that if they come before the Board on January 12, 2016, they need to close on this on January 15, 2016 so that gives them three days and they are going to come before the Board with a proposal; what if it is something that the Board doesn't like or they don't want or they put too many restrictions does that either give them more time or could that nullify the sale. Mr. Keegan stated that they talked about this at length because they have never done this before and it hasn't been done by any of the existing staff members and they think it is more of a general guideline more than it is a specific guideline because given the fact that they have just made a major investment in the property, it is going to take longer than 30 days to come up with a real plan. He thinks if they have a general plan they want to at least try and understand what that is and then specifically if that deters significantly beyond that then he thinks they certainly can come before the Board again to explain that. Mr. Mitchell stated that he is just worried that they are only giving them a three day window and maybe they could have a special Board of Selectmen's meeting the week before or do something.

Mr. DeVellis stated that they have to end this conversation as it is under general discussion. Mr. Keegan stated with regard to the specific ideas that they want to have amongst the town, those are strategy things that they want to discuss in Executive Session.

They did have another meeting with the Kraft Group on insurance items and also trying to lay the foundations for further discussions on the lease. Mr. Keegan had a meeting with them last Thursday with town counsel and with Jim Evans who is an insurance expert and is a resident of the town and a former member of the Board of Selectmen. He is a very well respected person with regard to insurance issues so he was very pleased to sit with him and talk with him about this and he was very helpful to help represent the town's interest in this issue. They didn't come to any conclusions other than the fact they laid the foundation for further discussions about where they can go from there. He did get the agreement approved. The agreement was signed by both parties and it actually turned around pretty quickly from the Kraft Group so Mr. Keegan wanted to say thank you to them for making that happen.

The one thing that they talked about internally this past week was to talk about wouldn't it be nice if at the December 29, 2015 meeting (Ms. Bernard came up with this idea so she gets credit for it), to have an end of the year discussion of a 2015 Year In Review on the last meeting of the year of some of the major highlights that occurred in each month of this past year and take things that have happened throughout the town; major events that they can highlight and talk about that are things that were significant to the community. Mr. Keegan would encourage each of the Board members if they have some ideas about what that means to send them their ideas and they will present those at the meeting on December 29, 2015. Ms. Bernard stated one event per month that was remarkable and significant. Mr. Keegan stated that there were several that happened throughout the year and he can think of several that come to mind immediately that they can talk about that were milestones.

The Economic Development Committee met this past Thursday and they had a good, solid meeting with that committee and he thinks that committee is starting to get some legs now. It was nice to see Paige Duncan jumping in with both feet with her ideas of how she can support this committee. They are meeting again on Thursday night of this week on some of the issues that they are focusing on. He is very pleased with the progress that committee is making.

Last Thursday night Forbes Crossing project was approved by the Planning Board. They have one more issue before the Board of Appeals on a height restriction that they need to resolve over the next few weeks. Other than that the major hurdles have been cleared and they are looking to try and move forward and get that project under construction. They are looking at a June 30, 2017 completion date. That is a major new development forthcoming here in the community.

They did the initial review of the new telephone system that is going to be deployed throughout the community in the next six months starting in January. It is focused on all of the town departments except for the Police and Fire Departments so they are very excited about that because this technology is really overdue and it is something they have been waiting for, for quite some time.

Mr. Keegan will be taping another show this week and his guest will be Manny Leite, the new Director of the Boyden Library and also Paige Duncan the new Planning Director so he will introduce those two new staff members for the community to meet and get to know them a little bit better throughout the town.

9:00pm – Assistant Town Manager Update – Mary Beth Bernard

Ms. Bernard stated that she spent last Friday at the Civil Service Assessment Center. About three years ago the town attempted to consult with a contractor to do a Lieutenant Assessment Center. They currently have two acting Lieutenants in their Police Department since 2012 so in order to bring it to resolution and make it a permanent position they went through the process and Ms. Bernard worked with the Chief and Badgequest, a consulting company, and Civil Service to post and hold this assessment center. There were five members of the department that participated and it was a daylong event from 7:30am until 4:00pm and they had a series of exercises aimed at different areas of leadership. The Chief and Ms. Bernard were able to select some of the exercise types and then it was a surprise to everyone of which one they used. Ms. Bernard talked to Civil Service today and the results should be back in two weeks or so and they will get a list of eligible candidates. It was a very professional process. They had three Sergeants and two active Lieutenants participate and she was very impressed with the skillsets that they demonstrated.

The Board will be able to meet their two new Firefighter/Paramedics. Ms. Bernard worked with the Chief and the Captains on an interview process and they hired two Provisional Firefighters to become permanent. It was a new thing that they negotiated into the contract last year and it has proven to be very successful. They got to work on a regular group and they really became part of the community and the department. Mr. Keegan stated that they came highly recommended by not only just the leadership of the department but by the members of the department as well.

They are also going to be putting in an offer for another Lateral Police Officer tomorrow and this is to fill a vacancy. The two firefighters were to fill two pending retirements and the Lateral Police Officer is to fill one more vacancy that they needed to fill so they are working with the Chief on that and they will be doing an offer letter tomorrow.

Ms. Bernard stated that they are still looking for a minute taker for the Ad Com and the Economic Development Committee which meet on Wednesday nights and it is about a four hour commitment. They are also looking for a Payroll Coordinator and they have had probably 90 applications for that position and that is for an employee who took another opportunity. A Public Works Supervisor is closing soon and they have some good candidates for that and they encourage people to look at that ad and apply. A Public Safety Dispatcher, that position is an important position in the community. They had a vacancy there and it is to answer the emergency 9-1-1 calls for police and fire. Ms. Bernard encourages you to go to their website and look at their job postings.

9:25pm – Action Items (Cont'd)

Motion by Christopher Mitchell to accept the resignation of Paul F. Godin as a voting member of the Foxborough Historical Commission as of 12/15/15. Seconded by John Gray. **Vote 5-0-0**

Motion by Christopher Mitchell to accept V. Taylor Ford, Jr. becoming a full member from an Associate Member of the Foxborough Historical Commission expiring on 5/1/18. Seconded by John Gray. **Vote 5-0-0**

Motion by Christopher Mitchell to accept the exemption under the state Conflicts of Interest Law G.L. C. c. 268A §20(f) to allow Foxborough Fire Lieutenant/Paramedic James Grenier to also be compensated as a Foxborough Reserve Police Officer subject to his filing direct with Section 20(f) disclosure with the Town Clerk. Seconded by John Gray.

Mr. DeVellis asked Mr. Keegan to give the Board some background on where this came from and why the Board needed to vote on that. Mr. Keegan stated that in order for a Firefighter to serve in both capacities they need to file the proper paperwork with the town and the Board does have to vote to approve that. It is a requirement under the Conflict of Interest Law. Mr. DeVellis asked how often does the Board have to do that; once a year. Mr. Keegan stated that this one is for an actual individual basis and once the person gets approved they are approved. It doesn't happen that often because they don't have that many people doing that because otherwise they would be receiving paychecks in two directions and they can't do that. Mr. Gray asked what the time commitment is on this; is this an intermittent obligation in which Mr. Keegan stated yes, he is like a Reserve Officer. Mr. Gray stated that it wasn't like he was doing a second or third shift in which Mr. Keegan stated no.

Vote 5-0-0

Motion by Christopher Mitchell to accept the gift donation in the amount of \$3,805.75 from various donors for the Foxborough Flagpole to the Friends of the Foxborough Flagpole. Seconded by John Gray.

Mr. Gray asked Mr. DeVellis if they were more than halfway to the goal. Mr. DeVellis stated that they were. They had an original estimate for \$50,000 and that was including the pole; removing the foundation; removing the planter; digging down substantially because it is a 100' pole; put the pole back; put the planter back and replace the pavement around it. The DPW put a nice estimate together at the very beginning and itemized everything from the crane to the plants. When Jack Authalet started this his thought process was; it is a town common by the people and we should be doing it for the people so they went towards that goal of raising the money and he still thinks they can still do the full \$50,000. The last discussion they had was with Mr. Keegan and the DPW saying what has happened on the common in the past, for instance, the fencing, they raised the money privately and the DPW installed it because that was the process. They reached out to the DPW and asked them what they could take off of this list that they could do in-house effectively. They don't expect them to work the crane or get special insurance but certainly the breaking up of the concrete; replacing the concrete and putting in the plants. They took it from a \$50,000 estimate down to about \$35,000 so about 25% the DPW can do in-house. They are at \$35,000 and they have \$25,000 raised. There are a couple of people on the committee that are working hard and they think they will get the money by the end of January. The one item that Mr. DeVellis wanted to talk to the Board about where it is their common (the Selectmen have jurisdiction over it), they are talking about the final design and they will come back to the Board with the final details on it. When they set out they were going to get nickels, dimes and dollars from the kids and the list that they are seeing now is broad, they have 100+ people on it. How do you say thank you to someone that donates on behalf of their husband or their child or their grandparents that have passed away. The idea that they are thinking of is

putting up a flag with all of the donors names on the original flag and raising it with the American Flag and having that done by Memorial Day next May. The other thing they are thinking of is maybe putting a time capsule in the ground to be opened in the year 2116. Someone will open it up and see the people that put the sweat and the equity into it. They have another committee meeting on December 28, 2015 and they will discuss that. They will give the Board an update and the final design should come back in front of the Selectmen. They want to give credit to the committee that is doing it; they are doing a great job.

Vote 5-0-0

Motion by Christopher Mitchell to accept (3) One Day All Alcohol licenses dates to be determined either 1/9/16 or 1/10/16, 1/16/16 or 1/17/16 and 1/24/16 times to be announced. Seconded by John Gray. **Vote 5-0-0**

Motion by Christopher Mitchell to approve the Board of Selectmen meeting minutes of 12/1/15 as amended. Seconded by John Gray. **Vote 5-0-0**

Mr. DeVellis read off the 2016 license renewals and stated that he had an interesting conversation with Bill Yukna about the new town hall and how to get support for it and some direction as we get closer to town meeting. Mr. Yukna brought up the point that people go into restaurants and they are not getting sick and that whole process of working with town government to do that and that is reflected in the 200 licenses that the Board recommends and the volunteer groups that are behind this.

Mr. DeVellis stated that sitting at the auction today (which took five years to get to that point); that property has been sitting there longer than five years. He looked around and there was the Building Inspector, the management, the volunteer groups and they took such pride in where that was going to go. The money was great, (we got more than we expected) but that started with ideas through the Asset Review Committee, Advisory Committee, Board of Selectmen, town meeting and back down again so at the year-end the Board spends two minutes raising their hands and vote 200 licenses but there is a lot of effort and energy that went into this process and it is just a nice place to live. People as they go into the year 2016 if they could get involved and see some of the depth that comes behind an auction that lasted an hour but there were thousands of hours that went into that and a lot of volunteer effort. That is why he read a lot of the licenses, because of the work that goes behind it from town hall. Mr. Keegan stated that he would be remiss if he did not say thank you to the Asset Review Committee as a whole for what happened today as well because they put in countless hours to bring that to a head and bring all those parcels together. Mr. Keegan said thank you to the Finance Department but he really wants to say a special thanks to the Asset Review Committee because they are the ones that were there from day one making sure that this process went forward and congratulations to them he thinks this was a huge step forward. This is the beginning of other processes that they are going to see going forward that will be equally successful.

Motion by Christopher Mitchell to approve all of the licenses for 2016. Seconded by John Gray. (List totals to be included in the notes).

Vote 5-0-0

Mr. Mitchell asked if Mr. Keegan wanted the Board to send him suggestions for the Year End Review in which Mr. Keegan stated yes.

A motion was made to close Executive Session at 7:00pm. **The motion carried 5-0-0. Roll Call Christopher Mitchell – yes, James DeVellis – yes, John Gray - yes, David Feldman – yes, Virginia Coppola – yes**

Mr. Keegan invited the Board to he and Ms. Bernard's Annual Holiday Breakfast that they are going to having on December 23, 2015 which will be held at the Foxborough Country Club from 10:00am-12:00pm for all town employees. Mr. Mitchell asked if they typically do that. Mr. Keegan stated that they did it last year at the Recreation Center and this year they decided to go to the Foxborough Country Club. Mr. Keegan stated that they had between 70-80 people attend last year. Ms. Bernard stated to credit Mr. Keegan, he did this in Dedham and he brought this tradition last year and Ms. Bernard co-sponsored with him.

Motion by Christopher Mitchell to adjourn the Board of Selectmen's meeting at 9:22pm. Seconded by John Gray. **Vote 5-0-0**